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DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
BAHRAIN
FPO AE 09834-2800

NSABAHRAININST 1650.2C

10

22 Feb 04

U.S. NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 1650.2C

Subj: PERSONAL AWARD PROGRAM AT U.S. NAVAL SUPPORT ACTIVITY
BAHRAIN

Ref: (a) SECNAVINST 1650.1G

Encl: (1) OPNAV 1650/3
(2) Sample of Navy and Marine Corps Commendation Medal
(3) Sample of Navy and Marine Corps Achievement Medal
(4) Sample of Letter of Commendation
(5) Sample of Letter of Appreciation

1. Purpose. To provide guidance and regulations concerning awards available to individuals at U.S. Naval Support Activity (NSA) Bahrain.

2. Cancellation. NSABAHRAININST 1650.2B

3. Policy

a. Awards are important symbols of public recognition for rewarding extraordinary heroism, exceptionally meritorious service, or outstanding achievement and other acts or services which distinguish an individual among those performing similar acts or services. Awards are intended to recognize exceptional performance and valor. The value of an award is that it is given in cases only where it is clearly deserved.

b. Awarding End of Tour (EOT) and Specific Achievement Awards are ways we recognize our personnel in a public forum. Recognition of sustained superior performance through presenting awards is a motivating and team-building tool we must continue to use. All award recipients SHALL be recognized in a public forum before their supervisors, peers and subordinates at command quarter's prior to transfer.

(1) All awards must be submitted to the Awards Board no later than Wednesday prior to the scheduled board in the format outlined in enclosures (1) through (5). Awards received during a tour must be included as supporting documents for the recommended EOT award.

(2) A Specific Achievement Award (Impact Award) is for a short duration (up to three months) and specific achievement;

ORIGINAL

NSABAHRAINIST 1650.2C

22 Feb 04

this award cannot support an EOT award and a copy of it must be enclosed with the EOT award.

(3) Sailor of the Year and similar awards denote a specific competitive achievement, this award can support an EOT award and a copy of it must be enclosed with the EOT award.

4. Submission of recommendation to Award Board. The following timelines are provided for submission of awards prior to awardee transferring. Awards not submitted within these timelines require Executive Officer and the Commanding Officer's approval for the award to be considered.

- a. Flag Letter of Commendation (FLOC): 30 Days
- b. Navy and Marine Corps Achievement Medal (NA): 30 Days
- c. Navy and Marine Corps Commendation Medal (NC): 45 Days
- d. Meritorious Service Medal (MSM): 60 Days

5. Actions by Award's Board. Awards Boards are held twice per month. Department Heads or a representative from each department is required to attend. Awards recommendations from departments that do not have a representative present will not be considered. NSA Bahrain Awards Board may take one of the following actions:

- a. Recommend approval of the award.
- b. Lower the award.
- c. Recommend disapproval of the award.
- d. Recommend approval of higher award to appropriate awarding authority (NAVCENT).
- e. Return the award for further justification or clarification.

6. Quotas for awards

- a. Navy and Marine Corps Commendation Medal: 30 per calendar year.

ORIGINAL

NSABAHRAININST 1650.2C
22 Feb 04

b. Navy and Marine Corps Achievement Medal: Quotas are no longer in effect.

7. Award Elements. Once the award has been approved, the following award elements will be issued.

a. Medals. A medal and presentation folder will be issued for the recipient's first award.

b. Gold or Silver Star. Gold or silver star and a presentation folder will be awarded for subsequent awards.

8. Eligibility Requirements

a. Navy and Marine Corps Commendation Medal (NC). Awarded to personnel who are assigned to, or provides a supportive role to U.S. Naval Support Activity Bahrain who distinguishes themselves by meritorious achievement or service. To merit this award, the act or services must be accomplished in a manner above that normally expected and sufficient to distinguish the individual above those performing similar services. Per reference (b), Captains (O6) in command of naval installations are authorized approving officials for this award.

b. Navy and Marine Corps Achievement Medal (NA). Awarded to a person who is assigned to, or provides a supportive role to U.S. Naval Support Activity Bahrain who distinguish themselves by outstanding professional achievement or leadership.

c. There are no strict rules that dictate what award is appropriate for the particular rank/rate or billet; that decision is best left to the submitting Department Head. Typically, however, there is a connection between job scope and amount of responsibility and the awards that are received. An award submission that falls outside of the norm requires a submission of a Summary of Action as the award will be reviewed more critically than others and will require additional justification to receive approval. Generally, awards other than Letters of Commendations (LOC) will be for Temporary Additional Duty (TAD) tours 6 months or more. LOC's for personnel TAD less than 6 months, including officers, can be used later as justification by the parent command for an EOT award. The following matrix is not all-inclusive but provides an approximate "norm" for awards.

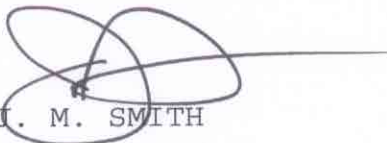
ORIGINAL

NSABAHRAININST 1650.2C

22 Feb 04

AWARD	RECIPIENT
Letter of Commendation	E3 and below PCS EOT E6 and below TAD over 6 months E7 to 03 TAD less than 6 months
Navy and Marine Corps Achievement Medal	E4 to E6 PCS EOT 01 to 02 PCS EOT E7 to 03 TAD over 6 months 04 TAD EOT Sailor of the Year
Navy and Marine Corps Commendation Medal	E7 to E9 PCS EOT 03 to 04 PCS EOT 05 TAD EOT
Meritorious Service Medal	05 PCS EOT 06 TAD EOT
Legion of Merit	06 and above PCS EOT

9. Award submission to NAVCENT. The Commanding Officer will sign all personal award recommendations, enclosure (1), to be awarded by NAVCENT. Refer to reference (a) for format guidance on Flag Letter of Commendations and Meritorious Service Medals.


J. M. SMITH

Distribution:
List I & II

